



**U.S. Embassy Kyiv
Regional English Language Office**



CAREER ENGLISH ONLINE for IDPs
Distance English Language and Professional Development Program
November 24, 2016 – December 24, 2016

Call for Participation

The Regional English Language Office-Kyiv is pleased to announce the launch of the second “Career English Online” program. Ukrainian citizens displaced from the conflict zones in Eastern Ukraine and Crimea will be given enrollment priority, however, the course is also open to all interested nominees. The program will be divided into four separate sections. Please see the **Course Descriptions** and **Eligibility Requirements**. The courses address the following needs: (1) teaching resilience strategies, (2) improve the participants’ level of English, (3) improve IT skills, (4) and improve job skills and business acumen.

Dates:

Course One “Managing Change”: November 24, 2016 – December 24, 2016

Course Two “Job Search”: January 12 – February 9, 2017

Course Three “Reaching for Success”: February 16 – March 16, 2017

Course Four “Business Meetings and Travel”: March 23 – April 24, 2017

Participants may take and complete all of the sections or only those they feel meet their specific needs. This Call for Participation is open only to those who would like to take Course One “Managing Change”. Further registration announcements will follow for the Job Search, Reaching for Success and Business Meetings and Travel courses.

ELIGIBILITY REQUIREMENTS:

- Ukrainian citizenship
- English Level Skills at Level A2
- Regular and reliable access to high-speed internet connection
- Open G-mail account
- Commitment to spend 7 to 12 hours online each week for the duration of the 4-week course

APPLICATION PROCESS:

- Please follow the link <https://goo.gl/forms/vaVWBopyks1j3zOz1>
- Complete the Application Form and take the Test

Application Deadline: November 17, 2016. The candidates that meet the eligibility requirements and successfully complete the test will be notified about enrollment into the course by November 20, 2016.

COURSE BENEFITS

- **Participants will receive a certificate for completing each course.**
- **Participants who complete all four courses will receive a final certificate stating that they have completed the entire program.**

COURSE DESCRIPTIONS

Course One: Managing Change

This course is a blend of the Career English language tutorial and resilience program to assist the participants in their efforts when embracing their life and career changes. The focus is on their ability—and primary goal—to collaboratively face problems, to use past experiences and gain the new ones, to cooperate, and thus to become more effective in a professional environment. The course includes development of basic self-presentation skills, oral and written professional interactions, and business etiquette tips. Most instructions are interactive so that the individual and group activities would ultimately help the participants become open to changes and treat them as challenges rather than problems, strengthen their ability to show confidence and ease in professional interactions, and more freely communicate with both colleagues and competitors.

Course developer:

Yaroslava Fedoriv, PhD, Associate Professor (Docent) of the English Language Department at the National University of “Kyiv-Mohyla Academy”. Possesses university degrees in Applied Mathematics and in Teaching English as a foreign language. Certified Online English instructor. Member of TESOL International. Currently she teaches Academic English to MA students, and English for Journalists, English Phonetics to BA students at the NaUKMA; Academic English to PhD School students at Kyiv National Linguistic University. Course developer and online/face-to-face instructor for the English for Journalists Project with RELO US Embassy in Budapest, Hungary (2014-2016). Yaroslava took part in the Career English Online Project with RELO US Embassy in Kyiv, Ukraine as a course developer, lead teacher, and online instructor for Internally Displaced Persons (2015-present).

Course 2: Job Search

Job Search is designed for people who are looking for a job at the moment or who are thinking about changing their job. The course provides the participants with specific knowledge and skills and includes the following topics:

- Career change – how to approach;
- Bio – what is it and how to write it;
- LinkedIn – social network for job seekers;
- Making contacts – a key to finding a job;

- CV and resume – how to write effective ones;
- Job interviews – how to prepare and go through them;
- Jobs of the future – what professions will be most in demand in 10 years' time.

The course equips participants with the information they need for a successful job search as well as providing much written and spoken practice. As a result, the participants improve their chances of finding employment, develop their professional network and leave the course ready for an interview.

Course developer:

Ivan Atamanenko is a Lead course developer contracted to the Regional English Language Office of the US Embassy in Ukraine. He is in charge of development and delivery of online courses, particularly Career English Online for internally displaced persons. His professional interests include applications and tools for learning English on the net as well as online learning and teaching platforms which was the topic of his presentation at TESOL 2016 Convention in Baltimore, MD. Ivan's personal interests include gym workouts, travelling and public speaking.

Course 3: Reaching for Success

The course Reaching for Success is for people who would like to be successful in the job application process and want to know how to make their resume look attractive for a future employer. In the course participants will learn:

- About the best companies to work for;
- different types of business;
- how to adjust your resume to suit the demands of a company;
- to describe an office;
- to describe work progress and improve your teleconferencing skills;
- to write an email that summarizes a phone conversation.

Course Developer:

Oksana Rubanova is one of the Lead course developers for the Regional English Language Office of the US Embassy in Ukraine. She is keen on the professional development as well as teaching online. She has delivered methodology courses online and taught English to students. She is also involved in developing the course 'Career English online'. Outside her job, Oksana is interested in reading, socializing with friends, watching movies in English and bead stitching.

Course 4: Business Meetings and Travel

The course Business Meetings and Travel is intended to give participants an insight into the English language you might need to use as you travel somewhere abroad on business. As you complete the course you will:

- Be able to speak about benefits of business travel with your business partners in English;

- learn and practice essential vocabulary and useful phrases for business travel and business meetings;
- have the chance to practice conversation with a ticket agent at the central station and work out strategic survival action plan for any travel situation;
- find out more about small talk before business talk and tips for business meetings etiquette;
- develop your listening skills and learn how to arrange a meeting by email;
- learn about preparing and giving powerful business presentations.

Course Developer:

Svitlana Klochko, is a PhD, Associate Professor (Docent) of the Foreign Languages Department at Khmelnytsky National University. She received her University Degree in Translation and Teaching English from Khmelnytsky State University. Svitlana was awarded the LCCI FTBE Certificate and is an expert in Business English training and consulting. She teaches English for Specific Purposes courses at Khmelnytsky National University to the students of International Relations Department and the Department of Economics and Administration. Being an active participant of various teacher development events and online trainings for teachers of English funded by US Embassy in Ukraine she has been involved in developing and delivering Career English Online project with RELO US Embassy in Kyiv. Svitlana loves travelling and exploring new places.